

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  WATER AND SEWER SERVICE ORDER PROCEDURE	Number 55.00	Issue 2	Page 1 of 2
	Effective Date July 1, 1993		

1. Purpose

To furnish water services, water meters, and sewer services to City residents.

Policy:

The City of San Diego will furnish water services, water meters, and sewer services to City residents upon application and payment of fees in accordance with the City Charter and Municipal Code.

Responsibility

Action

Building Inspection Department

1. Review all Form IN-3032 "Building Permit Applications" and building drawings for water and sewer services, and assign house numbers.
2. Determine service sizes, prepare customer records, and complete water and sewer Receipt Form IN-3152.

City Treasurer

3. Collect water, sewer, and building permit fees.
4. Deposit monies collected.
5. Prepare Form AC-1221 crediting the proper fund and account numbers.

Building Inspection  
Department

6. Generate and release sewer and water order to Water Utilities Department.

(Supersedes Administrative Regulation 55.00, Issue 1, effective January 16, 1963)

Authorized

(Signed by Jack McGrory)

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City Manager

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Water Utilities Department

7. Install water and sewer services.
8. Maintain sewer and water maps.
9. Assign customer account numbers.
10. Prepare Annual Meter and Service Installation Net Gain or Loss Report for capitalization of meters.

APPENDIX

Legal References

City Charter Sections:

45. City Treasurer
53. Water Utilities Department
85. Daily Deposits of Money
86. Disposition of Public Monies
87. Uniform Accounts and Reports
- 90.2 Subsection (8) and Subparagraph (B) Sewer Revenue

Municipal Code:

Chapter VI, Article 7, Sections 67.00 to 67.72 inclusive  
Chapter VI, Article 4, Sections 64.01 to 64.0810

Departmental Instructions:

Utilities DI 55.14	Water Service Order Procedure
Utilities DI 55.03	Sewer Service Order Procedure
Utilities DI 55.30	Water and Sewer Capacity Charges